

CONFIDENTIAL

22 FEB 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending  
18 February 1972

1. Summer Intern Program:

25X1A a. Approximately ten more applications have been added to the 50 already under consideration for the area studies Summer Intern Program. In addition to six returning from last summer, nine new candidates have been accepted. [REDACTED] has visited all of the Offices utilizing the Program and impressed upon them the need to decide on the remaining candidates in the next ten days and to immediately initiate processing on accepted candidates.

b. In addition to twelve returnees, NPIC has ten candidates under active consideration for their scientific and technical Summer Intern Program.

2. Position Management:

a. Approximately one half of FE Division positions located at Headquarters have been surveyed.

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b. Discussions were held with Office of Computer Services officials with regard to the proposed FY 1972 staffing complement. Agreement has been reached on all positions that were in question. A staffing complement change will be issued shortly.

c. We are comparing scientific and engineering positions in the Office of Communications with similar positions in Technical Services Division and the Science and Technology area to ensure equity.

3. Suggestion Awards: Last week the Agency Suggestion Awards Committee approved eight awards for individuals in the following Offices totalling \$1,265.00:

Office of Finance	3 awards: \$300, \$200 and \$175
Office of Security	2 awards: \$175 and \$80
Office of Logistics	1 award : \$105
Information Services Division	1 award : \$100
Imagery Analysis Service	1 award : \$130

4. Reserve Speaker: Rear Admiral Earl Rectanus, Commander, Naval Intelligence Command, will address our military reserve unit at 1745 tonight, 22 February 1972. He will speak on New Service Developments in the U. S. Navy.

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5. Ash Wednesday Services: Ash Wednesday services were conducted in the Auditorium. 525 worshippers attended Catholic Mass and 132 attended the Protestant Service.

/s/ Harry B. Fisher

Harry B. Fisher  
Director of Personnel

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OD/Pers, [REDACTED] :dpm (22 Feb 72)

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14 FEB 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending  
11 February 1972

1. Shipment of Household Effects Post Retirement: The Travel Policy Committee has concurred in my recommendation to increase from six to twelve months the normal limit on deferred travel and the transportation and storage of an employee's effects in connection with his resignation, retirement, or other separation. On 9 February 1972 the Chairman, TPC forwarded to C/SSS appropriate revisions of HR [REDACTED] [REDACTED] to accomplish this change. The Regulation will retain the provision that the Director of Personnel may grant an additional six months up to a total of 18 months from last day in pay status.

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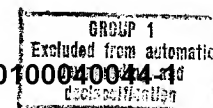
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3. Co-Op and Summer Intern Programs:

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a. [REDACTED] Co-Op Coordinator, has been working with various offices to determine their specific requirements for co-op students during Calendar Year 1972. A fewer number of our present

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co-ops are graduating this year, and thus our requirements are less than usual.

**b. Requirements for the scientific and technical**

Summer Intern Program have been met. Recruiters have been advised to discontinue referring applications to us for this program. Approximately 50 candidates are under active consideration for the area studies Summer Intern Program.

**4. Retirement Seminar: As a follow-up to our report of**

24 January, four members of our Retirement Affairs Division conducted an information seminar [REDACTED] on 9 and 10 February.

Approximately 62 staff employees and some wives attended the sessions which described in detail the retirement services offered by the Agency. One half day was devoted to describing the Civil Service Retirement System (entitlements, options and benefits) to 90 local-hire contract personnel.

**5. Attendance at Civil Service Seminar: [REDACTED]**

Chief of the Civil Service Section of Retirement Operations Branch, attended a two-day retirement seminar last week at the Civil Service Commission.

**6. Military Detailees: [REDACTED] MMFD, made**

his annual personnel staff visit to WH Division's activity [REDACTED] on 7 and 8 February. He interviewed each military detailee and administered one MOS test. There were no major personnel problems.

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7. Ash Wednesday Services: Arrangements have been made for Reverend William L. Nies of the Holy Trinity Lutheran Church in Falls Church to conduct the Ash Wednesday Protestant Lenten Service, and for Father Jules Claes of St. John's Catholic Church in McLean to conduct the Catholic Service. Services will also be held on Good Friday.

8. Federal Service Pins: Federal Service Emblem pins will be distributed to the Directorates this week.

9. Exercise Room: The exercise room was used 3,058 times during January 1972, which is an increase of 348 over January 1971. At least three times during the month, the use of the exercise room almost reached the saturation point when up to 224 individuals used the room during a single day, which means that at times there were 40 to 50 people using the facility at the same time.

/s/Harry B. Fisher  
Harry B. Fisher  
Director of Personnel

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7 FEB 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending  
4 February 1972

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1. Conversion from Staff to Contract: We have started converting the third group of [REDACTED] staff employees to contract employee status.

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[REDACTED] Chief, Contract Personnel Division, met with 56 of the individuals involved. After initial comments from [REDACTED] of Station, [REDACTED] discussed the contract under which they would henceforth be employed by the Agency. He stressed the sameness of the employment relationship as regards salary, retirement, fringe benefits, base privileges, status and related matters. The meeting lasted about one hour; good questions were asked by the employees concerned. We are planning on an effective date of 21 February to complete these conversions.

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2. Cooperative Education and Summer Intern Program:

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a. Mr. William Hitch, Coordinator at Georgia Tech, visited [REDACTED] last week for a general briefing on our Co-op Program.

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b. [REDACTED] and two analysts from the Intelligence Directorate interviewed nine graduate students (area studies) at Johns Hopkins. Six of the nine were asked to complete application forms for Summer Intern jobs.

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c. [REDACTED] NPIC, visited Prairie State A&M (Black) in Texas to discuss our Co-op Program with faculty members and administrators.

3. 1972 Summer Only Program: The following is a summary of the current status of the 1972 Summer Only Program:

Number of Applications Received	318
Number of Applicants in Process (Of the original 318, one has cancelled and seven have been rejected)	310
Number Tested During Xmas Vacation	115
Number Tested 22 January 1972	71
Number Tested 29 January 1972	54
Number Tested 5 February 1972	31

We will report periodically on this subject. Our last scheduled test is 12 February.

4. Personnel Officers' Meeting: On 2 February 1972 we held our monthly meeting for Personnel Officers located in all of our Agency components. The meeting was well attended--standing room only. In addition to discussing various Personnel Career Service policies on training and promotions, [REDACTED], Chief, Insurance Branch, spoke on current developments in the Federal Government Health Benefits Program.

5. Personnel Officers' Conference: Plans are well underway for our Conference which will be held [REDACTED] in May.



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6. Visit to [REDACTED]

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[REDACTED] of MMPD visited OTR [REDACTED] on 1 February for the purpose of MOS testing and to discuss various personnel matters. There were no major problems.

7. Blood Donors: 162 pints of blood were donated by Agency employees on Blood Donor Day, 1 February 1972.

8. Health Benefits: The total number of actions received and processed to date for enrollment or changes in the Federal Employees Health Benefits Program is 685. The Open Season ran from 15 November 1971 through 31 January 1972.

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[REDACTED]  
Harry B. Fisher  
Director of Personnel

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31 JAN 1972

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Office of Personnel Report - Week Ending  
28 January 1972**

1. Day Care Center Proposal: The Office of Personnel Committee designated to consider the proposal for an Agency Day Care Center

25X1A [REDACTED] had its first meeting last week. They reviewed the information furnished by the Executive Director-Comptroller; 25X1A listened to a briefing by [REDACTED] DDS representative on the informal Young Officers' Group that made the proposal; and, decided upon points to consider in our study.

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**3. Cooperative Education:**

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a. [REDACTED] attended the

Annual Conference of the Cooperative Education Association and Cooperative Education Division in Cleveland from 24 through 27 January 1972.

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[REDACTED] was able to nominate [REDACTED] and have him selected to replace him on the CED Executive Board.

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b. In addition, [REDACTED] spent a day at Wilberforce College (Black) and Central State College in Dayton, Ohio. Both colleges are interested in a co-op agreement with us.

**4. Position Classification:**

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a. The survey of [REDACTED] in FE Division was initiated last week.

b. The 1972 Staffing Complement for the Office of Finance was issued after resolution of problems with the Administrative Staff. There will be no change in average grade and no increase in upper-level ceiling.

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c. The major portion of surveys [REDACTED] Headquarters has been completed, and we anticipate that all surveys will be completed within another two weeks.

**5. Storage Companies:** Officers from our Central Processing Branch have completed negotiations with representatives of the four storage companies we do business with, [REDACTED]

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provide the following additional benefits:

a. Storage company liability has been increased from 30¢ a pound to 60¢ a pound for all storage.

b. A \$500 maximum liability for losses due to storage company negligence.

6. Income Tax Seminar: Two representatives from the Internal Revenue Service recently conducted a two-day Income Tax Seminar for about 70 Agency personnel.

7. Open Season--Health Benefits: Since the beginning of the Open Season on 15 November 1971, the Insurance Branch has processed 651 changes for employees in the Federal Employees' Health Benefits Program.

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/s/Harry B. Fisher

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Harry B. Fisher  
Director of Personnel

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